

28 December 1955

MEMORANDUM FOR: Executive Officer/TR
SUBJECT: Weekly Activity Report
21-27 December 1955

I. Significant Items

None

II. Other Items

1. The OTR Fifth Annual Report. The finished printing of the brochure was completed by Printing and Services Division/LO. Three copies of the Report were hand-colored by VAS/TR for delivery to DTR.
2. Studies in Intelligence, Issue No. 2. The text proofs are due from PSD/LO by 30 December. These will be reviewed and returned for final publication.
3. Bibliographies and Research:
 - a. The work on a bibliography of materials dealing with Africa is continuing. The materials available at CIA have been checked against the holdings at the Library of Congress in order to include as many significant titles as possible. The bibliography is being annotated.
4. Reproduction and Printing:
 - a. The Catalog of Courses, revised edition, November 1955. Catalogs TR 100-1 and TR 200-1 have been received from PSD/LO and disseminated. Catalog TR 101-1 will be disseminated by E&R/ISB prior to 30 December.
5. Attendance at the language film programs:
 - a. Russian 22 December
 - b. French 27 December

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6. The final layout of the ORR display and exhibits panels are in preparation by the Staff of VAS. After approval of the layout by ORR, the final production of the display will be started early in January 1956.

7. Training aids completed during the week:

- a. BS/Clerical Training. Miscellaneous cards -- total: 2
- b. IS/World Communism. Miscellaneous cards -- total: 2
- c. IS/Intelligence Principles. Processed color lantern slides, 2 x 2 inch.
- d. OTR. Mounted and completed art work of seven display charts.
- e. OTR/SSS. Refinished and resurfaced two chalkboards.

8. Personnel:

- a. On 28 December, C/ISB and [] C/VAS were given a detailed briefing of [] diazotype technical facsimile materials for ammonia development. The briefing was conducted by [] representative of the [] Discussed was the problem of utilizing the diazotype papers and acetate film for display and visual aid purposes.
- b. The Staff of ISB/SS/TR extends to all of the personnel of the Office of Training the heartiest wishes for a Happy New Year -- 1956.

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Chief, Instructional Services Branch

C/ISB/SS/TR: [] (28 Dec 55)